

## Frequently Asked Questions

- 1. I only provide services during the regular school day. Do I take part in the vetting process?** No. You can contact Najla Hussein, District of Columbia Public Schools (DCPS) Director of Community Partnerships. E-mail: [najla.hussein@dc.gov](mailto:najla.hussein@dc.gov)
- 2. Will I receive funding if I am vetted?** There is no funding attached to completing the vetting process or to signing a Memorandum of Agreement (MOA) with DCPS. Nor will you become a vendor for DCPS through vetting.
- 3. Is this a mandatory process?** DCPS is asking that all providers of afterschool services participate in the vetting process. The process is mandatory for those community based organizations (CBOs) that would like to access school buildings to deliver services to students. We cannot require neighborhood based organizations (NBOs) conducting programming at a site other than a school building to take part in this process, but strongly urge them to participate.
- 4. What is the role of neighborhood based (off-site) service providers?** We cannot require NBOs to take part in this process, but we do hope that they will participate in order to form a solid relationship with DCPS. In doing so, DCPS can provide resource support to NBOs and can assist them, whether to work more effectively with our students or to reach more of our students. In addition, the organizations will be able to access student level data, provided a specific data sharing process is followed.
- 5. I am currently an approved on-site provider. Is there a chance that I will not be invited back?** Yes. If when you apply again the review committee believes that your program is ineffective and/or does not meet the students' needs, or does not support the school system strategic goals, you might not be invited again to work with DCPS students.
- 6. If I am vetted and am an on-site provider, am I guaranteed placement with a school?** Yes. Please note that principals have input as well in placement of CBOs in their schools. As approved providers, organizations can work in any school in DCPS.
- 7. What will DCPS contribute to my organization/program if I am vetted?** DCPS will ensure that providers have access to appropriate student academic information so that they can plan effectively. DCPS will ensure that there is a coordinator of afterschool programs to facilitate operations of the providers in each school. DCPS will provide security, custodial services, and supper/snacks in schools.
- 8. Is there another round of vetting?** Every year there are two vetting cycles. Each year during the fall (October to December) we will review the vetting applications of providers starting programming in the spring semester. During the spring (March to May) we will review the vetting applications of providers starting programming the following school year.

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- 9. Is there an appeal process?** Programs that were not approved through the vetting process are invited to re-apply for the following school year. All applications that are not initially approved by the review committee are reviewed again by the Office of Out-of-School Time Programs (OSTP) managers. OSTP offers specific feedback and technical support to providers whose applications are not approved.
- 10. What is the role of the afterschool cluster coordinator?** The role of the afterschool cluster coordinator is to serve as a liaison among DCPS, the schools, and the community based providers. Afterschool cluster coordinators also coordinate and manage afterschool programming and compliance issues at two local sites.
- 11. I have been vetted and approved. When do I need to apply again?** The approval of your program is valid for three years. For example, the first group of organizations that was approved to start in school year 2008 – 2009 has applied during the spring of 2011 for the next three year cycle starting in SY 2011 – 2012. The second group of organizations that was approved to start in school year 2009 – 2010 has applied again in the spring of 2012 for the following three year cycle that started in SY 2012 – 2013.
- 12. Once my program is vetted and approved, what else do I have to do to access schools?** You will complete and sign a Memorandum of Agreement (MOA) that defines the relationship between your organization and DCPS. The MOA is renewable every year. In addition, every year CBOs and NBOs are asked to complete and submit the following agreements: Application to Use Facilities, Assumption of Risk, Donation Agreement, and an updated insurance certificate.